

Schedule 74

SUPREME COURT PROBATION ADMINISTRATION

MAY 3, 1988

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

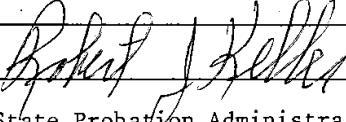
REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

SCHEDULE NUMBER
74
AGENCY, BOARD OR COMMISSION
PROBATION ADMINISTRATION
DIVISION, BUREAU OR OTHER UNIT
Supersedes edition of August 26, 1982

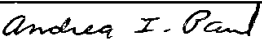
PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	State Probation Administrator
DATE	April 21, 1988

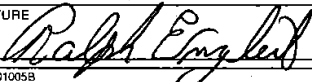
PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		Asst. STATE ARCHIVIST	DATE	April 27, 1988
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PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE		ADMINISTRATOR	DATE	May 3, 1988
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

INDEX

SCHEDULE 74 SUPREME COURT PROBATION ADMINISTRATION

	Item	Page
<u>PROBATION ADMINISTRATOR'S RECORDS</u>	74-1	5
INTERSTATE PROBATION FILES.....	74-1-1	5
PROBATION ALPHA REFERENCE REPORT (PROBATION ID NO. REFERENCE REPORT).....	74-1-2	5
PROBATION OFFICER TRAINING FILE.....	74-1-3	5
PROBATION PROFILE, STATE.....	74-1-4	5
PROBATION PROFILE, STATE (ACTIVE).....	74-1-4-1	5
RELEASED PROBATION AND PRE-SENTENCE REPORT (INACTIVE).....	74-1-4-2	6
PROBATIONER INDEX FILE (OBSOLETE 1977).....	74-1-5	6
<u>DISTRICT OFFICE RECORDS</u>	74-2	6
PRE-SENTENCE INVESTIGATION REPORTS (Individuals Denied Probation).....	74-2-1	6
PROBATION ALPHA REFERENCE REPORT (PROBATION ID NO. REFERENCE REPORT).....	74-2-2	6
PROBATION FILES, ADULT.....	74-2-3	6
PROBATION FILES, JUVENILE.....	74-2-4	7
PROBATION PROFILE, STATE.....	74-2-5	7
PROBATION PROFILE, STATE (ACTIVE).....	74-2-5-1	7
RELEASED PROBATION AND PRESENTENCE REPORT (INACTIVE).....	74-2-5-2	7
PROBATIONER INDEX FILE	74-2-6	7

SCHEDULE 74 – SUPREME COURT-PROBATION ADMINISTRATION

74-1 PROBATION ADMINISTRATOR'S RECORDS

74-1-1 INTERSTATE PROBATION FILES

Confidential copies of files pertaining to probationers who have transferred out of Nebraska to other states or to Nebraska from other states. Files are kept in the district offices, administrative office or with the transferring state. Records include: Probation Order, Presentence Progress Reports, Termination Order, Correspondence and interstate compact forms. Records are confidential according to Sec. 84-712.05, R.R.S. 1943. Previously titled INTERSTATE RELEASE FILES.

Transfer to the State Records Center when individual is released from probation, has had their probation revoked, or after the case is closed. Dispose of 10 years after release, revocation or after case is closed.

74-1-2 PROBATION ALPHA REFERENCE REPORT (PROBATION ID NO. REFERENCE REPORT)

Two weekly cumulative computer reports list name, ID numbers, when released from probation, etc. Same information has two arrangements for reference purposes. Periodically information is dumped from the system onto COM.

PAPER: Dispose of after superseded.

MICROFILM WORK COPY: Dispose of after superseded.

SECURITY MICROFILM: Transfer to security storage, dispose of after 5 years.

TAPE: Dispose of after 3 years.

74-1-3 PROBATION OFFICER TRAINING FILE

Educational aids and records relating to training session for probation officers. Files are chronological according to session date and include: speeches, studies, correspondence, agendas, discussion topics and sample information.

Dispose of when no longer of reference value.

74-1-4 PROBATION PROFILE, STATE

74-1-4-1 PROBATION PROFILE, STATE (ACTIVE)

Cumulative quarterly computer report of all active probationers in the State Probation System by district. This report replaces the PROBATIONERS

INDEX FILE as of July 1, 1977. Records may be in the form of paper or microfiche and include probationers ID number, district and suboffice, name, address, crime category, sex, race, marital status, education, color of hair and eyes, Social Security number, crime code offense number, felony or misdemeanor code, county number, judge number, officer number. Court type, date and place of birth, date of probation, joint supervision to or from other districts or states, pre-sentence disposition if applicable, and NCIS assigned number for statewide network of crime information if applicable. Periodically inactive information is dumped from the system onto COM. (See Item 74-1-4-2.)

ORIGINAL RECORD: Dispose of after superseded.

MICROFILM WORK COPY: Dispose of after superseded.

SECURITY MICROFILM: Transfer to security storage, dispose of after 5 years.

TAPE: Dispose of after 3 years or after cumulative COM is created, which ever is later.

74-1-4-2 RELEASED PROBATION AND PRE-SENTENCE REPORT (INACTIVE)

Cumulative computer report is a periodic dump of all probationers on inactive status to COM.

MICROFILM WORK COPY: Dispose of after superseded.

SECURITY MICROFILM: Transfer to security storage; dispose of after 5 years.

74-1-5 PROBATIONER INDEX FILE (OBSOLETE 1977)

Card index was maintained alphabetically by probation district on probationers and included: probationer's name, social security number, address, date of birth and place, race, sex, marital status, education, color of hair and eyes, height, weight, offenses charged, date of probation, county, judge, disposition and date, probation district and probation officer. Cards have been microfilmed. As of July 1, 1977 this file was superseded by the PROBATION PROFILE.

MICROFILM WORK COPY: Transfer to the State Archives after 25 years; dispose of after 75 years.

SECURITY COPY: Transfer to the State Archives; dispose of after 75 years.

74-2 DISTRICT OFFICE RECORDS

74-2-1 PRE-SENTENCE INVESTIGATION REPORTS (Individuals Denied Probation)

Case history investigations of legal offenders. This material is collected prior to sentencing. Information may include: police records, driving records, FBI reports, complaints, records of previous convictions and other background materials. A copy of this record is sent to the Diagnostic and Evaluation Center if the offender is sent to the Nebraska Penal Complex.

ORIGINAL RECORD: Dispose of 10 years after probation is denied; OR, microfilm and destroy originals.

MICROFILM WORK COPY: Dispose of 10 years after probation is denied.

SECURITY MICROFILM: Transfer to security storage; dispose of after 10 years.

74-2-2 PROBATION ALPHA REFERENCE REPORT (PROBATION ID NO. REFERENCE REPORT)

Two weekly cumulative computer reports list name, ID number, when released from probation, etc. Same information has two arrangements for reference purposes. Periodically information is dumped onto COM. Administrative office also has a copy.

MICROFILM WORK COPY: Dispose of after superseded.

CUMULATIVE COM: Dispose of after 10 years.

74-2-3 PROBATION FILES, ADULT

These files consist of folders on each individual placed on probation in Nebraska. Folders are arranged alphabetically or numerically according to district preference and may contain the following: PRESENTENCE INVESTIGATION REPORTS, Coversheet, Probation Order, Progress Report, Termination Order, notes by the probation officer, tests and test scores, records of classes or counseling attended and correspondence.

ORIGINAL RECORD: Transfer to the State Records Center after release or revocation, then dispose of 10 years after release or revocation, OR microfilm and destroy originals after release or revocation.

MICROFILM WORK COPY: Dispose of after 10 years.

SECURITY MICROFILM: Transfer to security storage, dispose of after 10 years.

74-2-4 PROBATION FILES, JUVENILE

Files include basic information contained in ADULT PROBATION FILES and the information is confidential or sealed Juvenile Intake Sheet is included. Records are confidential according to Sec. 84-712.05, R.R.S. 1943.

ORIGINAL RECORD: Dispose of 15 years after release or revocation, OR, microfilm and destroy after release or revocation.

MICROFILM WORK COPY: Dispose of after 15 years.

SECURITY MICROFILM: Transfer to security storage, dispose of after 15 years.

74-2-5 PROBATION PROFILE, STATE

74-2-5-1 PROBATION PROFILE, STATE (ACTIVE)

Cumulative quarterly computer report of all active probationers in the State Probation System by district. This report replaces the PROBATIONERS INDEX FILE as of July 1, 1977. Records are on microfiche and include probationers ID number, district and suboffice, name, address, crime category, sex, race, marital status, education, color of hair and eyes, Social Security number, crime code offense number, felony or misdemeanor code, county number, judge number, officer number. Court type, date and place of birth, date of probation, joint supervision to or from other districts or states, presentence disposition if applicable, and NCIS assigned number for statewide network of crime information if applicable. Periodically inactive information is dumped onto COM. (See Item 74-2-5-2.)
Dispose of after superseded.

74-2-5-2 RELEASED PROBATION AND PRESENTENCE REPORT (INACTIVE)

Cumulative computer report is a periodic dump of all probationers on inactive status. Staff office has microfiche records which include probation case and presentence investigation dates. Administrative office also has a copy.

MICROFILM WORK COPY: Dispose of after 10 years.

74-2-6 PROBATIONER INDEX FILE

Card file was maintained in the districts until 1977 when it was replaced by the STATE PROBATION PROFILE. Card file is now an optional record within the district.

Disposition: Dispose of when no longer of reference value.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet